



Product Description

Description

XTRAX Express is the entry-level member of the **XTRAX** family of exhibit inventory management software. **Express** is designed for use on a single computer (see Hardware and Software Configuration datasheet for details).

XTRAX Express provides property check-in / check-out and property management features. It does not provide the property reservation, future availability, property availability conflict (i.e., detects and reports items over committed) or discrepancy (i.e., detects and reports differences between what has been scanned to ship and what is supposed to ship) features of **XTRAX Tracker** and **MultiTracker**.

Express creates inventories, adds new items, prints bar codes and produces a variety of inventory management reports. **Express** adds new events containing basic event information. **Express** records the movement of inventory using a handheld laser bar code scanner. **Express** produces packing lists and bills of lading. **Express** connects to the **XTRAX Databases** on the local hard drive.

Express does not support **WEBView**, the World Wide Web interface to **XTRAX**.

Features

XTRAX uses the familiar Windows "tab" interface. All program features appear as a series of tabs on the main screen. Clicking on a tab selects that function. All functions are also available via menus and/or the keyboard.

XTRAX supports multiple inventories, each with its own events and inventory. Users may define the inventory as *crated* or *non-crated*. Inventories that store items within crates are defined as *crated*. **XTRAX** maintains the relationship between each crate and its contents. An inventory is either *located* or *non-located*. *Located* indicates that **XTRAX** should maintain a warehouse location for each item (i.e., a warehouse might be Aisle 5, Rack 3, Shelf 2). An inventory may also use *structured* items codes. In such an inventory, **XTRAX** helps the user assign item codes based on the kind of property being added.

XTRAX Express maintains basic information for events including show and advance warehouse addresses. The word processor-like event comment editor allows input of free form comments, instructions and other event details.

XTRAX produces complete shipping documentation including Shipping Reports, Packing Lists, Bills of Lading and international shipping documents. **XTRAX** also tracks damage as items are received back to the warehouse. Summary information for completed shipments can be archived for future reference.

XTRAX interfaces with digital cameras and scanners. An image may be associated with any item in an inventory for instant visual confirmation.

Capacities

XTRAX supports multiple inventories for a single location. To maximize performance and minimize multi-user contention, **XTRAX** uses a separate JET 4.0 database for each inventory. With sufficient server hard disk space, each **XTRAX** inventory can contain hundreds of item types and thousands of inventory items. Three images (small, medium and large) can be associated with any item. Using JPEG format, the total storage requirement per item is typically about 60K.



Winthrop Technologies Corporation

Property Management Software for Exhibit Houses and Exhibitors

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Function Tabs

Tab	Function
Events	Enter basic event information
Items/Units	Define items in an inventory (including item specifications and associated items)
Inventory Setup	Add, edit and delete inventories
System Setup	Define warehouse locations (and print bar code labels), users, country codes, Schedule B numbers and damage codes with descriptions. Set installation name.
Bar Code Labels	Produce bar code labels
Scans and Scanner	Download and upload bar code scans from hand-held scanner, edit or delete scans, update inventory
Edit Inventory	Change crating or warehouse location
Client Materials	Temporarily add client-provided or rented items to inventory
Ship/Receive Archive	View information about past shipments/receipts, maintain archive
Sites	Add, edit and delete common event sites

Reports

Group	Report
Status	Transactions , a list of inventory update transactions (i.e., attempting to ship damaged part); and Client Report , a list of all clients with number of items and storage requirements.
Inventory	Item Specs listing all components and their specifications (height, width, etc.); Inventory by Item or Crate listing all items by item type or crate; Replacement Value; Book Value; Item Image; Consumables listing current quantity of all premiums/give-aways; End of Life listing all items at or near end of life; Unable to Bar Code listing bar codes and images for items that cannot be bar coded; and Usage listing, by individual item, all events at which each item was used.
Shipping and Receiving	Shipping and Receiving; Bill of Lading; Packing List; Certificate of Registration; Commercial Invoice; Textile Declaration; NAFTA Certificate; Receiving Damage Report; Loose Items Reports and Ship/Receiving Summary .



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